

Report for Week Ending 19 September 1956
from
PROJECT STAFF

Projects 4-83, 4-96, 5-59, 5-68

No change from previous report.

Project 4-84 - Vital Materials Microfilm Project

Microfilming of the Logistics Office Security Contracts file will begin upon completion of filming tests.

Microfilming of the OCR/BR dossiers continues.

General Information

A meeting was held at the repository last week to discuss additional indexing of certain materials deposited by the four (4) divisions of the ORR/Economic Area. It was determined by ORR during Operation alert that a subject, area listing of drafts and working papers on deposit was needed. It was decided that a responsible person from each of these four (4) divisions would code all materials now on deposit. After the coding is completed Mr. [REDACTED] will punch IBM cards and furnish us, as well as ORR, with a sample listing. Coding of the first division, Industrial Division was completed by Dr. [REDACTED] on Monday.

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A meeting was held with Mrs. [REDACTED], Communications Office, to discuss the VM program in that office. The depositing has not been very active, and Mrs. [REDACTED] feels that the three (3) safes and one (1) map cabinet assigned to Communications will be sufficient to handle any increased depositing activity for the next two years. She also stated that she would like us to commence filing accretions to the VM files on February 15, 1957.

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Col. [REDACTED] was called to inquire as to the availability of an overall DD/S operation alert report. He stated that he does not have an overall report, but has individual office reports which he will permit us to review.

A lecture on the Agency filing system was given to approximately 30 persons attending Administrative Procedures course #68.

In anticipation of accelerating file system installation, 6 members of this staff were given four (4) hours training in the Agency system this week. We now have a total of 76 installations in the DD/I and DD/S areas but this represents only about 25% of the potential applications as indicated by a review of the records control schedules.

A memorandum was forwarded to the CO of [REDACTED] commending the Repository Staff for the excellent service given during Operation Alert.

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Mr. [REDACTED] received 20 hours on the job training this week.

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